



Centralized Accounting and Payroll/Personnel System

Fluid Time & Labor Updates and Highlights

(SR 38818 & SR 38816)

SR 38818: MSS Time Summary Page

Access has been temporarily removed for the **Manager Self Service (MSS) Time Summary** page under the ***Time and Labor WorkCenter*** and ***Time Management*** tiles.

- For interagency transfers within the last six months, employees and managers are able to access previous records from the employee's previous employment(s) on the Employee Timesheet and *Time Summary* page.
- Target production migration date is **July 28, 2022**
- There are two main paths to reach this page. Starting from the MSS main page, select *Time Management* tile. From the *Time Management* tile, user may either:
 - Select *Time Summary* to go directly there; or,
 - Select *Time and Labor WorkCenter*, then select *Time Summary*.

SR 38816: Timesheet Error Message - Low Balances

Time & Labor users were experiencing an erroneous negative balance edit on the fluid timesheet when submitting **leave taken** (if a low balance existed).

- Employees, Managers and Time Administrators received an error that did not allow the entry to be made.
- The message stated: *“SICKLEAVE has a negative balance or has unprocessed time that calculates to a negative balance.”*
- **Superusers** were able to submit the time entry and bypass the message.
- The fix was migrated to Production on July 18, 2022.

Warning – SICKLEAVE has a negative balance or has unprocessed time that calculates to a negative balance.

As a Time and Labor Super User, you have the authority to update an employee's timesheet when they have a negative balance to clear exceptions. This would be a fatal error for all other users. If you are not clearing a negative balance exception, change the entry to the correct number of hours or use another Time Reporting Code so the employee will not have a negative leave balance for this leave type. Manually run Time Administration after all data entry to ensure no exceptions exist for this employee.

OK

Cancel



Thank You!

CAPPS HR/Payroll Support Staff